

In accordance with § 36 paragraph 2 of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), the Ministry of Education, Youth and Sports registered the Study and Examination Code for Students of Bachelor's and Master's Study Programmes of Silesian University in Opava on 8th August 2017 under reference number MSMT-14536/2017.

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Director of the Higher Education Department



Study and Examination Code for Students of Bachelor's and Master's Study Programmes of Silesian University in Opava of 8th August 2017

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PART I

GENERAL PROVISIONS

Article 1

Introductory provisions

- 1) The Study and Examination Code for Students of Bachelor's and Master's Study Programmes of Silesian University in Opava (hereinafter 'the Code') is an internal regulation of Silesian University in Opava (hereinafter 'the University') in accordance with § 17 paragraph 1 section h) of Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended by further regulations, (hereinafter 'the Act').
- 2) The Code shall regulate the study in accredited Bachelor's and Master's study programmes provided by the University together with the university institute or the University faculties. For Bachelor's and Master's study programmes provided together with a foreign university (§ 47a of the Act) or any other legal entity (§ 81 of the Act) the respective provisions of the Code shall be applied in accordance with the contract between the parties involved.
- 3) If a study programme is accredited for a set period of time in accordance with Act no. 137/2016 Coll., which amends Act no. 111/1998 Coll., on Higher Education Institutions and on Amendments and Supplements to Some Other Acts (the Higher Education Act), as amended by further regulations, and some other acts, and thus for the set period of time the study programme maintains the existing structure consisting of study subjects, the respective provisions of the Code shall also adequately apply to the respective study subject or combination of subjects in the case of double subject study. The profile and field of study categories are not applied to these study programmes.
- 4) The regulations of lifelong education shall be stipulated by the Lifelong Education Code of the University.
- 5) In case the study programme is provided by the University together with the university institute, the Dean's power shall be executed by the Director of the university institute, and the term 'faculty' shall also stand for the university institute, unless stipulated otherwise in this Code or any other internal regulation of the University.

- 6) This Code may be further amended by internal regulations at individual faculties only in the cases stipulated in this Code.

PART II

STUDY

CHAPTER I

SYSTEM OF STUDY

Article 2

Student

- 1) An applicant for study shall become a student when admitted to study in accordance with § 48 to 50 of the Act as of the date of enrolment in the study.
- 2) As part of the enrolment in the study at the University the student shall take the matriculation oath, as amended, in accordance with the appendix to the Statute of the University in the manner stipulated by the Dean.

Article 3

Academic year

- 1) An academic year shall be of 12 month's duration. It shall be split into two semesters (winter and summer), and the date of the academic year commencement shall be set by the Rector.
- 2) The academic year schedule shall chiefly contain the dates of the beginning and end of the teaching periods, the examination periods, and the vacation periods, as well as the deadlines for fulfilment of study obligations, or possibly other academic activities.
- 3) Each semester shall comprise a teaching period, an examination period, and a vacation period.
- 4) Courses included in study programmes and vocational experience may be scheduled for the main vacation period. However, the students' free time may not be reduced by these activities to less than four weeks.
- 5) The dates of events stated in paragraphs 1 to 4 shall be set in the academic year schedule of the University stipulated by the Rector's decision, and they are obligatory for all students in all study modes. Only teaching in the combined mode of study and final state examinations may be conducted outside the period set by the academic calendar within a study programme that is accredited in foreign language provided that it is stipulated by the Dean's decision for the relevant academic year.
- 6) Additional academic year dates not stated in paragraphs 1 to 4 may be stipulated by the Dean's directive.

Article 4

Study programmes and fields of education

- 1) The list of the provided study programmes along with the information about their types and profiles, study modes, standard periods of study, their accessibility for persons with physical disabilities, the language of study, and the degree achieved shall be published in the publicly accessible section of the University website and shall be regularly updated.
- 2) Each study programme shall include
 - a) the name of the study programme, its type and mode, its main objectives, and the profile of the study programme,
 - b) the profile of the graduates of the study programme,
 - c) an overview of the courses provided,
 - d) the rules and regulations for creating study plans, possibly the duration of practical experience facilitated by another physical or legal entity,
 - e) the standard period of study under average study load expressed in academic years,
 - f) the requirements that the students must meet while enrolled in the study programme and upon its completion, including the overview of the final state examinations,
 - g) the degree achieved,
 - h) the field or fields of education that the study programme falls into and their relatedness to other types of study programmes in the same or related field or fields of education; in the case of a combined study programme also the portion of the principal subject areas pertaining to individual fields of education expressed in percentage points.
- 3) In compliance with specific requirements in accordance with the government regulations on standards for accreditation in higher education, the study programme shall be provided in the following study modes:
 - a) full-time,
 - b) distance,
 - c) combined.
- 4) The profiles of the Bachelor's and Master's study programmes may be professionally or academically oriented.
- 5) In accordance with the accreditation file, the study programme may be provided as:
 - a) a study programme without specialisation options,
 - b) a study programme with specialisation options,
 - c) study whereby the students gain knowledge and abilities provided by the study programme they are enrolled in as well as the knowledge and abilities corresponding with another study programme,
 - d) a study programme aimed at education and preparation towards the teaching profession.
- 6) Every study programme shall have a guarantor who shall mainly coordinate the preparation of the study programme content, ensure quality implementation, evaluate the study programme and develop it.
- 7) The study programme only falls into one field of education if the final state examinations test the knowledge or abilities of the principal subject areas falling into one field of education. The study programme is a combined study programme if the final state examinations test the knowledge and abilities of the principal subject areas falling into more than one field of education.

- 8) Every study programme shall have a set standard and maximum period of study. The standard period of study is set in the decision on accreditation in accordance with the Act while the maximum period of study exceeds the standard period of study of the respective study programme by two academic years. If the standard period of study extended by two years expires in the last three months of the academic year, the maximum period of study shall be extended to the end of the academic year.
- 9) The maximum period of study shall not include interruption of study due to the granted parenthood period, i.e. the period of time equal to the period of maternity or parental leave of student parents, or due to receiving custody of a child based on the decision of the respective authorities in accordance with the Civil Code or legal regulations governing state social support.
- 10) The period of study shall not include the interruption of study period.
- 11) If the study programme is provided as a study programme with specialisation options, the student may choose a specialisation option during the first year of study or confirm the choice of a specialisation option made during the admission procedure.

Article 5

Study plan

- 1) In accordance with the valid accreditation, the study plan of an accredited study programme shall stipulate the sequence of the study courses (hereinafter 'the course') in terms of chronology and content, their form and language of study, and the manner of assessing learning outcomes.
- 2) The study plan shall contain a list of individual courses, which may have the status of being:
 - a) compulsory – their successful completion is essential in order to successfully complete the study or one of its stages,
- 3) compulsorily optional – the student must successfully complete the courses in the stipulated structure or according to the study plans within the given set of courses,
 - b) optional – the student selects them freely from among the study programmes of the same type.
- 4) A sample of a standard study plan is a study plan which is a sample of distribution of courses into individual years and semesters of the standard period of study.
- 5) A personal study plan is created by a student for the relevant academic year. Students shall independently determine their own workload while respecting the credit system regulations, the published timetables, and the provisions of this Code.
- 6) An individual study plan permits exceptions from the credit system regulations and other provisions of this Code. The decision on its approval shall be made by the Dean within 30 days of the submission of the student's written application substantiated by relevant documentation verifying the circumstances for granting an individual study plan. An individual study plan may be approved for individual semesters, possibly for an academic year. An individual plan is chiefly intended for:
 - a) exceptionally talented students with outstanding academic results who may thus be allowed to reduce their period of study or to study simultaneously in two or more study programmes,

- b) students with outstanding academic results participating in scientific activities of the University who are thus allowed to optimize their schedule to include both their study and their scientific activities,
 - c) students with very good academic results also achieving outstanding results in artistic, sports or similar activities and thus representing the University at the national and international level,
 - d) students whose current medical condition does not allow them to follow the standard study regime and whose situation cannot be solved by short-time interruption of study,
 - e) students who need to compensate for their motion or sensory handicap, chronic, or psychiatric illness, or a specific learning disorder that does not prevent them from studying at university, as substantiated by an expert statement from a doctor or another specialist and a recommendation from the specialists at the Careers and Guidance Center,
 - f) students who personally take sole, full-day care of a child up to 4 years of age and who have also registered the granted parenthood period for the respective time period in the Study Information System,
 - g) students who take sole care of a child, a close person, or another person they share a household with due to a long-term medical condition.
- 7) In relation to child care, students shall be eligible for extension of the deadlines for fulfilling their study obligations by the time period equal to the period of maternity leave¹⁾ under the condition that they do not interrupt their study during this period. The decision on the extension of the deadlines and the manner of fulfilling the study obligations in the extended time period shall be made by the Dean within 30 days of the submission of the student's written application.
- 8) Students who submit a confirmation of competing for the Czech Republic in a sports discipline issued by a sports association representing the respective discipline in the Czech Republic shall be eligible for modification of the course of study to facilitate their participation in sports events and training. The decision on the modification of the course of study shall be made by the Dean within 30 days of the submission of the student's written application.
- 9) Further details on the approval of an individual study plan in accordance with paragraph 5 section e) are stated in the Rector's Guidelines on the Support of Applicants and Students with Specific Learning Needs at the University, as amended.
- 10) Further details on the approval of an individual study plan in accordance with paragraph 5 section f) are stated in the Rector's Directive on the Uniform Procedure for Registering the Granted Parenthood Period and Related Activities at the University, as amended.

Article 6

Academic credit system, course credit allocation

- 1) Study in the accredited Bachelor's and Master's study programmes shall be provided on the basis of an academic credit system.
- 2) The credit system shall be based on the principles of the European Credit Transfer System (hereinafter 'ECTS'). The standard study load shall be 30 credits per semester and 60 credits per academic year. In the course of study students must accumulate the number of credits

¹⁾ § 195, 197 and 198 of Act no. 262/2006 Coll., the Labor Code, as amended.

equal to at least 60 times the number of academic years in the standard period of study in the structure stipulated by the study programme and the relevant study plan.

- 3) The credit system and other provisions of this Code shall apply to the study in compliance with article 5 paragraph 5 according to an individual study plan.
- 4) Every course listed in the study programme shall be allocated a number of credits which express the volume of a student's learning and associated workload. One credit shall represent 1/60 of the average study load per academic year. A course shall have the same credit allocation for all students regardless of the course status. The status of a course is determined by the classification of the course in the study programme and may differ for individual study subjects.
- 5) Students shall earn credits for a course after they have met all the stipulated requirements. For courses ended with credit granted only, students earn the credits after they have been granted credit. For courses ending with credit granted and an examination or an examination only, students earn the credits after they have completed the examination with the minimum grade E (Sufficient/Dostatečně, numerical mark 3). The student must successfully complete the course in the academic year in which he/she registered for the course no later than the deadline set in the relevant academic year schedule.
- 6) Students may earn credits for any given course in any given study programme only once unless there is an exception stated in the study plan of an accredited study programme permitting the credits to be earned more than once.

Article 7

Forms of teaching and learning activities

- 1) The basic forms of teaching and learning activities shall be lectures, practical classes, seminars, external visits, practical experience, laboratory work, creative workshop work, open air classes, projects and tutorials. The organized forms of teaching and learning shall be supplemented by consultations and self-study.
- 2) The students' attendance at lectures shall be recommended. Attendance at other forms of teaching and learning activities shall be compulsory. The minimum attendance requirement, which is based on the requirements for assessing learning outcomes in the respective course, shall be stipulated by the teacher of the respective course in accordance with the accreditation file of the relevant study programme.
- 3) The course teacher may stipulate additional requirements for fulfilling the study obligations to students who are unable to attend the teaching and learning activity for serious reasons.
- 4) With the approval of the head of the respective institute or department, all course teachers shall publish in the first week of the semester at the latest the course programme, which is in accordance with the accredited course syllabus and mainly contains:
 - a) the requirements for students to be met during the semester,
 - b) the requirements for credit granted and the general requirements and overview of the final examination,
 - c) the list of recommended literature for self-study.

The requirements for credit granted and for the final examination announced in this manner may not be altered during the semester. Students are obligated to acquaint themselves with the requirements and follow them.

CHAPTER II

ASSESSMENT OF THE LEARNING OUTCOMES

Article 8

Assessment of the learning outcomes

- 1) Learning outcomes shall be assessed through continuous assessment during the period of study, through overall assessment upon completion of the course by receiving credit granted or sitting an examination, and through overall assessment upon completion of the study by sitting the final state examination. Students are obligated to provide a valid student card with an updated photograph to prove their identity.
- 2) The learning outcomes assessment data shall be entered by the respective course teacher within 5 days of the credit granted or examination date into the Study Information System. The following information shall be entered:
 - a) the credit granted or examination date,
 - b) the information whether the date is regular, resit, or a second resit
 - c) the information whether the student has or has not met the requirements for receiving credit granted,
 - d) the examination result in accordance with the ECTS grading scale.
- 3) Students' academic results shall be registered by the relevant Study Department or another department whose agenda includes students' records (hereinafter 'the Study Department'). Based on a written authorisation by the head of the institute or department, another person responsible may also be authorised to enter results of learning outcomes assessments in accordance with paragraph 2.
- 4) For study-related purposes and while assessing learning outcomes, the faculty (department or institute) staff responsible are obligated to use the Study Information System and the integrated student e-mail accounts, follow the rules of the Study Information System precisely and consistently, especially the rules regarding the study programmes, the credit system, and the learning outcomes assessment results, and proceed in accordance with the Rector's or the Dean's directives.
- 5) For the purposes of their study and learning outcomes assessment, students are obligated to use the Study Information System and the integrated student e-mail accounts.
- 6) Receiving credit granted shall be a prerequisite for sitting the examination in courses for which the study plan prescribes credit granted as well as an examination.
- 7) In case learning outcomes are assessed in written form, students shall be entitled to view the assessment within 30 days of the date the learning outcomes assessment results have been entered in the Study Information System.

- 8) Printed output from the Study Information System shall be key for academic results substantiation. This output, authenticated by the relevant Study Department, shall be considered an academic record in accordance with § 57 paragraph 3 of the Act.
- 9) Learning outcomes assessment results not entered in the Study Information System as of the date of the study obligations fulfilment check shall be considered not accomplished. Students shall be entitled to place a request with the respective course teacher to correct the discrepancy or enter the missing data within five working days following the last day of the relevant academic year.

Article 9

Credit granted

- 1) Credit shall be granted after the requirements published by teachers of all courses in accordance with article 7 paragraph 4 are met.
- 2) Credit shall be granted by the teacher of the respective course unless the head of the institute or department stipulates otherwise.
- 3) Credit shall ordinarily be granted in the examination period set in the relevant academic year schedule. By mutual agreement with the course teacher, credit may also be granted outside the examination period but no later than the end of the academic year.
- 4) Students who fail to receive credit granted on the regular credit date shall be granted a resit date by the course teacher no later than the end of the relevant academic year.
- 5) Students who fail to receive credit granted on the resit date shall be granted a second resit date by the course teacher no later than the end of the relevant academic year. In case the student has re-registered for the course, the assessment on the second resit date shall be carried out by a three-member committee. The committee shall be appointed and the manner and the date of the second resit in the case of a re-registered course shall be stipulated by the Dean.
- 6) Students shall be entitled to deregister from the set credit date no later than 24 hours prior to the date and time unless agreed otherwise with the course teacher. Students who have deregistered in this manner shall be considered not registered for the set date. For serious, particularly medical reasons, students may request deregistration within five days of the set credit date. The course teacher shall assess the legitimacy of the request.

Article 10

Examination

- 1) An examination tests the students' knowledge of the relevant course areas and their ability to apply the acquired knowledge. The examination may be in oral, written, practical or combined form. The general requirements and overview of the examination shall be published by teachers of all courses in accordance with article 7 paragraph 4.
- 2) The head of the institute or department shall coordinate the examination dates and the manner of their publication.
- 3) Examinations and resit examinations shall ordinarily be held in the examination period set in the relevant academic year schedule. In serious and substantiated cases and by mutual

agreement with the examiner, it shall be possible to sit and resit examinations outside the examination period but no later than the end of the relevant academic year. The examiner shall set the examination and resit examination dates no later than two weeks prior to the commencement of the examination period in such a manner that their number and distribution throughout the examination period is adequate for the number of students taking the examinations. An examination comprising more parts shall ordinarily be held in one day.

- 4) If students fail the examination, they shall be entitled to resit the examination. The resit examination must be held by the end of the relevant academic year.
- 5) The student who fails the resit examination shall be entitled to resit the examination again. The second resit examination must be held by the end of the relevant academic year. In case the student has re-registered for the course, the second resit examination shall be held by a three-member committee. The committee shall be appointed and the manner and the date of the second resit examination in the case of a re-registered course shall be stipulated by the Dean.
- 6) Students shall be entitled to deregister from the examination, resit examination, or second resit examination no later than 24 hours prior to its commencement unless agreed otherwise with the examiner. Students who have deregistered in this manner shall be considered not registered for the examination. For serious, particularly medical reasons, students may request deregistration within five days of the examination date. The examiner shall assess the legitimacy of the request.

Article 11

Final state examination

- 1) The period of study in the Bachelor's and Master's study programmes shall end with the final state examination.
- 2) Part of the final state examination in a Master's study programme shall be the defence of a Master's thesis. Part of the final state examination in a Bachelor's study programme, if stipulated by the study programme, shall be the defence of a Bachelor's thesis.
- 3) The final state examinations shall be held on at least two dates in the respective academic year. The dates shall be stipulated by the Dean's decision on the basis of a proposal by the head of the institute or department in accordance with article 3 paragraph 5.
- 4) Students of the study programmes may sit the final state examinations or a part thereof provided that they have met the following requirements:
 - a) they have fulfilled all the study obligations prescribed in the relevant study programme,
 - b) they have earned the number of credits equal to at least 60 times the number of academic years in the standard period of study in the structure stipulated by the study plan of the relevant study programme,
 - c) they wrote and submitted a Master's or Bachelor's thesis within the set deadline on an assigned topic, if stipulated by the respective study programme, and this thesis pertains to the respective part of the final state examination.
- 1) The language in which the Master's or Bachelor's thesis is written, and possibly also defended and assessed, is ordinarily stipulated in the accreditation file of the respective study programme, unless stipulated otherwise in an international contract.

- 2) Students must sit the final state examination no later than the end of the maximum period of study in the respective study programme stipulated in accordance with article 4 paragraph 7.
- 3) Students shall submit an application for the final state examination. The manner and deadline for submission of the application shall be stipulated by the Dean's decision published no later than the date of the commencement of the teaching period in the winter semester of the relevant academic year. Deregistration from the final state examination shall be adequately governed by article 10 paragraph 6.
- 4) The subject areas of the final state examination including its parts shall be based on the accredited study programme and shall be published in electronic form by the respective head of the institute or department in the publicly inaccessible section of the University website in such a manner that they are directly accessible to students.
- 5) The final state examination shall be held by at least three-member examining committee. The members of the final state examination committee shall be professors and docents or experts approved by the respective Scientific Board. The proceedings of the final state examination and the results release shall be open to public.
- 6) Students who fail the final state examination or a part thereof shall be entitled to one resit provided that the maximum period of study in accordance with article 4 paragraph 8 has not been exceeded.
- 7) Further specifications of the final state examination, its organization, administration, process, assessment, and the defence of the Master's and Bachelor's theses may be stipulated by the Dean.
- 8) Publication of the Master's and Bachelor's theses shall be governed by the internal regulation of the University – Rules of Theses Publication at the University.

Article 12

Assessment and overall study assessment

- 1) The results of examinations or parts of the final state examination shall be classified in accordance with the ECTS grading scale:

ECTS grade	Literal mark	Numerical mark
A	Excellent/Výborně	1
B	Very good /Velmi dobře	1.5
C	Good/Dobře	2
D	Satisfactory /Uspokojivě	2.5
E	Sufficient /Dostatečně	3
F	Insufficient/Nedostatečně	4

Student shall receive grade F (Insufficient/Nedostatečně) if:

- a) they do not meet the requirements for passing an examination,
- b) they withdraw from the examination after it has commenced, or they fail to attend the examination or report a good cause of absence,

- c) there is no record of their registration for the examination in the Study Information System within the deadline of the fulfilment of study obligations set in the relevant academic year schedule,
 - d) they significantly violated the proper examination conduct.
- 2) The overall study assessment shall express the level of students' learning outcomes throughout the whole period of study in the accredited study programme, and it is carried out after the completion of the final state examinations. The following classification shall be applied:
- a) „passed with honours“, when the students' weighted mean mark (hereinafter „the WMM“) for the whole period of study is lower than or equal to 1.50 and they are graded A (Excellent/Výborně, numerical mark 1) in all parts of the final state examinations,
 - b) „passed“, when the students complete the study with the final state examination but do not meet the requirements stated in section a),
 - c) „failed“, when they are graded F (Unsatisfactory/Nedostatečně, numerical mark 4) in any of the parts of the final state examination.
- 3) The criterion for learning outcomes assessment shall be the WMM, which shall be calculated for all students for each academic year and for the whole period of study before they sit the final state examination. The WMM shall be calculated as a weighted mean, i.e. the quotient of the sum of the final grades (numerical marks) for registered courses ended with an examination multiplied by the number of credits allocated to them, and the overall sum of the credits allocated to these courses for the assessed time period. Compulsory and compulsorily optional courses which the students registered for in the respective academic year and for which they are not graded the minimum E (Sufficient/Dostatečně, numerical mark 3) shall be calculated within the WMM as grade F (Unsatisfactory/Nedostatečně, numerical mark 4). The WMM shall be rounded to two decimal places in accordance with the rules for rounding, i.e. 0 to 4 rounded down, 5 to 9 rounded up. The equation for the WMM calculation is:

$$WMM = \frac{\sum C_c \cdot E_c}{\sum C_c},$$

where

C_c = number of credits allocated to a course c ending with an examination,

E_c = numerical mark for an examination taken at the end of a course c .

CHAPTER III

COURSE OF STUDY AND REGULAR STUDY CHECK

Article 13

Enrolment and registration for the academic year

- 1) Applicants shall be entitled to enrol in the study if they are informed of the decision on their admission to study following their attendance at the admission procedure for the relevant academic year.

- 2) Enrolment in the study, which is also the registration for the first academic year, shall be held at the faculty which provides the respective study programme. The date of enrolment shall be stipulated by the Dean in accordance with the relevant academic year schedule. The applicant shall be informed of the enrolment date along with the decision on his/her admission to study.
- 3) Re-enrolment after an interruption of study period is held at the faculty which provides the respective study programme. Re-enrolment must be completed within five days of the date the interruption of study period expires.
- 4) Registration for the academic year shall be held at the faculty in accordance with the relevant academic year schedule. Students may register for the academic year if they meet the following requirements:
 - a) within the deadline for fulfilment of study obligations and no later than the date of the regular study check for the latest academic year, they have a record in the Study Information System of having earned 40 or more credits, with the exception of the year of study in which the students register for the final state examination in the Study Information System (hereinafter 'the graduate year'),
 - b) within the deadline for fulfilment of study obligations and no later than the date of the regular study check for the previous academic year, they have a record in the Study Information System of successfully completing all re-registered courses.
- 5) An additional enrolment date may be stipulated by the Dean on the basis of a written application supplemented by documentation substantiating the circumstances preventing attendance at enrolment.
- 6) If the applicants fail to enrol on the set date or the additional date and fail to report a good cause of absence within five working days, they shall be considered to have forfeited their right to enrol in the study.
- 7) If a person fails to re-enrol within the deadline or on an additional date after the interruption of study period expires and fails to report a good cause of absence or apply for extension of the interruption of study period in accordance with this Code within five working days, they shall cease to be a student in accordance with § 54 of the Act and their study shall be terminated in accordance with § 56 paragraph 1 section b) of the Act.
- 8) If students fail to register for the academic year within the deadline or on the additional date and fail to report a good cause of absence within five working days, they shall cease to be a student in accordance with § 56 paragraph 1 section b) of the Act.
- 9) Enrolment in accordance with paragraphs 2 and 4 may be carried out by a proxy who shall substantiate their authorisation by a power of attorney. A power of attorney may also be granted orally for the record. Only one proxy may be appointed.
- 10) Enrolment in the study shall be complete when the Study Department receives the printed output in accordance with article 14 paragraph 11 and article 15 paragraph 4 within the set deadline. In the case of electronic enrolment only, the printed output shall not be required.
- 11) Further requirements for enrolment may be stipulated in the internal regulations of the individual faculties.

Article 14

Course registration

- 1) The form and dates of course registration for the relevant academic year or semester shall be stipulated by the Dean.
- 2) The credit system shall enable the students to create their own personal study plan so that they may independently determine their own workload, decide on the scope and pace of the study, deepen their knowledge of the respective subject area, or possibly broaden the scope of their specialisation.
- 3) The standard study load, which facilitates successful completion of the study programme in the standard period of study, shall presuppose registration for courses allocated 60 credits in total in one academic year.
- 4) At registration for the relevant academic year or semester, students register in the Study Information System for courses in accordance with the study plan of the respective study programme and study mode so that:
 - a) they are able to earn at least 40 credits in the academic year by successfully completing the registered courses or by having recognized their completion in previous study in accordance with article 18 paragraph 1,
 - b) they meet the requirements stipulated for re-registration of courses in accordance with article 16,
 - c) they meet the requirements stated in article 11 paragraph 4 sections a) and b) by successfully completing the registered courses in the graduate year
- 5) Students are obligated to register for courses in such a manner that they observe the structure prescribed by the accredited study programme, comply with the requirements of interdependence, relatedness and optionality of the courses, and do not exceed the maximum period of study in accordance with article 4 paragraph 7.
- 6) The Dean may stipulate the maximum sum of the credits allocated to courses which students may register for in one academic year. The Dean may also raise this limit in individual cases on the basis of a student's written application.
- 7) Students' registration for a course may be cancelled by the Dean's decision no later than the commencement of the teaching period in the following cases:
 - a) the head of the institute or department informs the Dean in writing that for serious reasons the respective course is not available for registration in the respective academic year or semester;
 - b) the number of students registered for the course after the registration date is lower than the prescribed minimum;
 - c) students did not meet the prerequisites stipulated by the study plan or did not observe the interdependence, relatedness and optionality of the courses.
- 8) Students may apply for cancellation of the course registration to the Dean in writing no later than the commencement of the teaching period in case a serious medical condition prevents them from attending the registered course.
- 9) If the number of credits to be earned in the academic year decreases below the stipulated limit as a result of course registration cancellation in accordance with paragraphs 7 and 8, students are obligated to compensate for the cancellation by registering for another course to meet the requirements stipulated in paragraph 4.

- 10) The respective Study Department administers course registration and possible alterations in course registration.
- 11) Course registration shall be considered complete when the respective Study Department receives within the set deadline a printed output from the Study Information System – Record of Registration – part B/An Overview of the Registered Courses for the respective academic year verified by the student or a proxy who shall substantiate their authorisation by a power of attorney. A power of attorney may also be granted orally for the record. Only one proxy may be appointed. In the case of electronic enrolment only, the printed output shall not be required.
- 12) Further requirements for registration may be stipulated in the internal regulations of the individual faculties.

Article 15

Regular study check

- 1) The regular study check for the preceding academic year shall be administered by the respective Study Department.
- 2) The regular study check shall be ordinarily carried out on the same date as the registration for the academic year and course registration.
- 3) Students are obligated to personally carry out the regular study check. They may also appoint a proxy who shall substantiate their authorisation by a power of attorney. A power of attorney may also be granted orally for the record. Only one proxy may be appointed.
- 4) The regular study check shall be considered complete when the respective Study Department receives within the set deadline a printed output from the Study Information System – Record of Registration – part A/An Overview of the Examinations Taken for the respective academic year verified by the student or a proxy. In the case of electronic enrolment only, the printed output in accordance with article 13 paragraph 10 shall not be required.
- 5) Further requirements for the regular study check may be stipulated in the internal regulations of the individual faculties.

Article 16

Course re-registration

- 1) If students fail to meet the stipulated requirements for successful completion of a compulsory course in the respective academic year, they must re-register for the course. They may only re-register for a compulsory course once. Both grades shall then be included in the WMM.
- 2) If students fail to meet the stipulated requirements for successful completion of a compulsorily optional course in the respective academic year, they must re-register for the course. They may only re-register for a compulsorily optional course once. Both grades shall then be included in the WMM.
- 3) If students fail to meet the stipulated requirements for successful completion of a compulsorily optional course in the respective academic year, and they do not re-register for the course in accordance with paragraph 2, they must register for another compulsorily optional course

instead in accordance with the study plan of the respective study programme. Both grades shall be included in the WMM.

- 4) If students fail to meet the stipulated requirements for successful completion of a compulsorily optional course in the graduate year, but they do accumulate the number of credits equal to at least 60 times the number of academic years in the standard period of study in the structure stipulated by the study programme and the study plan of the study subject, the obligation to re-register shall not apply and the grade shall be included in the WMM.
- 5) If students fail to meet the stipulated requirements for successful completion of an optional course in the respective academic year, the obligation to re-register shall not apply and the grade shall be included in the WMM.
- 6) If students re-register for a compulsory or compulsorily optional course in accordance with paragraph 1 and 2 in the respective academic year, they must successfully complete the course by the end of the respective academic year. Failing to fulfil this obligation shall constitute grounds for termination of study in accordance with § 56 paragraph. 1 section b) of the Act.

Article 17

Timetable and study group placement

- 1) The Dean guarantees timely publication of the timetables as well as their constancy during the semester. Any necessary alterations after the official publication of the timetables shall only be permitted with the consent of the respective Faculty Dean.
- 2) The timetable shall be designed in such a manner so as to allow earning credits for successful completion of the compulsory and compulsorily optional courses in the standard course of study in the academic year.
- 3) In well substantiated cases students shall be entitled to apply for a change in study group placement to the staff responsible.
- 4) In case a course is assigned multiple teachers, the head of the respective institute or department shall make this information public no later than five days prior to the registration date so that all students are aware of the fact.

Article 18

Recognition of previously accomplished credit granted and examinations

- 1) Based on a student's written application the Dean may recognize credit granted or examinations accomplished by the student in previous, not simultaneous, study at the same faculty, another department of the University, or another university in the Czech Republic or abroad. Credit granted and examinations recognized in this manner shall be included in the overall WMM but not in the WMM calculated for the respective academic year.
- 2) Based on a student's written application the Dean may recognize credit granted or examinations accomplished by the student in a Lifelong Education programme in accredited study programmes provided by the University. Credit granted and examinations recognized in this manner shall be included in the overall WMM but not in the WMM calculated for the respective academic year.

- 3) The faculty must receive the student's written application than within 30 days of the commencement of the respective semester of the academic year in progress. In exceptional cases and with the Dean's consent the deadline may be extended. The application must be supplemented with the record of successful completion of the courses, including the name of the course, its scope, classification, and credit allocation. The syllabus of the course shall also be required in the case of courses completed at another university.
- 4) The Dean may only decide on the recognition of credit granted or examinations in accordance with paragraphs 1 and 2 in case that:
 - a) the course was successfully completed no more than five years prior to the application for recognition,
 - b) for the successfully completed course, if ended with an examination, the student received one of the following ECTS grades: A (Excellent/Výborně, numerical mark 1), B (Very good/Velmi dobře, numerical mark 1.5), C (Good/Dobře, numerical mark 2), D (Satisfactory /Uspokojivě, numerical mark 2.5),
 - c) for the successfully completed course, if ended with an examination, the student received one of the following grades on the four-grade classification scale: Excellent/Výborně (1), Very good/Velmi dobře (2),
 - d) the credits earned for successfully completed courses were not included in the overall number of credits necessary for successful completion of the study in an accredited study programme,
 - e) the overall number of recognized credits earned in lifelong education does not exceed 60% of the credits necessary for the successful completion of the study,
 - f) the recognition of credits earned by successful completion of courses will not result in meeting the requirements of the final state examination or the thesis,
 - g) the head of the respective institute or department confirms similarity between the scope of a successfully completed course and the scope of the course pending recognition, unless it is the same course successfully completed in the previous study at the University.
- 5) As an alternative to successfully completing a registered course and earning the allocated credits, and on the basis of a student's application approved by the head of the relevant institute or department, the Dean may recognize a certificate of a standardized examination of the scope corresponding with the requirements and credits allocated to a course included in the standard study plan of the respective study programme, or the study subject, for the respective academic year. The faculty must receive the student's written application within 30 days of the commencement of the respective semester of the academic year in progress. In exceptional cases and with the Dean's consent the deadline may be extended.
- 6) Further requirements for recognition of credit granted and examinations may be stipulated by the Dean.
- 7) The credits allocated to courses ended with credit granted and examinations recognized on the basis of an application in accordance with paragraph 1 shall be included in the 40 or more credits stipulated in the requirement for the respective academic year in accordance with article 13 paragraph 4 section a).

Article 19

Interruption of study

- 1) The Dean shall decide on interruption of study based on a student's written application or on the Dean's own initiative.
- 2) The maximum interruption of study period based on a student's written application shall be 24 months. The Decision-Making Body may interrupt study in accordance with the principles

stated in paragraph 9. Based on the student's written application, study may be interrupted for a whole academic year or a single semester. Interruption of study shall be recorded in the student's study record and student registry.

- 3) The respective Study Department must receive the student's written application within the following deadlines:
 - a) no later than ten working days prior to the commencement of the academic year when applying for interruption of study for a whole academic year,
 - b) no later than ten working days prior to the commencement of the teaching period in the respective semester when applying for interruption of study for a single semester,
- 4) Students must meet the following requirements when applying in writing within the deadline in accordance with paragraph 3:
 - a) they must earn at least 40 credits in the preceding academic year and successfully complete all re-registered courses when applying for interruption of study for the whole academic year or the winter semester,
 - b) in the immediately preceding winter semester they must earn at least 20 credits and successfully complete all re-registered courses scheduled for the winter semester in accordance with the relevant study plan of the study programme when applying for interruption of study for the summer semester,
 - c) in the immediately preceding winter semester they must successfully complete all registered courses when applying for interruption of study for the summer semester of the graduate year. Different requirements for any given study programme may be stipulated by the Dean's decision.
- 5) Study may not be interrupted in the following cases:
 - a) the only remaining obligation preventing the student from successfully completing the study is the final state examination or a part thereof,
 - b) the student is enrolled in the first year of study.
- 6) For serious reasons, particularly health or social, students may apply for interruption of study during the semester in progress or in the cases stated in paragraph 5; in such cases the student's application must be supplemented by relevant documentation substantiating the circumstances that constitute the grounds for interruption of study. The Decision-Making Body shall stipulate the dates of commencement and conclusion of the interruption of study period in accordance with paragraph 1.
- 7) If the reason for interruption of study no longer exists, the respective person may apply in writing for an early termination of the interruption of study period. The decision on the application shall be made by the Decision-Making Body who issued the decision on the interruption of study.
- 8) On their own initiative, the Decision-Making Body may interrupt the study of a student to whom an obligation arose to pay a study fee in accordance with § 58 paragraph 3 or 4 of the Act and the student has not paid the fee within 15 days of the delivery of the written call for payment for the attention of the student. In the written call the student shall be advised of their right to state facts indicating that an obligation to pay a fee has not arisen, or has ceased, or that the student meets the requirements for reduction, a waiver or extension of the deadline for the fee payment in accordance with the principles stated in the Statute of the University. If the student requests a hearing before the decision on interruption of study is issued, he/she shall be immediately invited to a hearing.
- 9) In accordance with paragraph 8 the study shall be interrupted for the period of time that remains of the student's maximum period of study. If the payment is made and the respective person applies for termination of the interruption of study, the Decision-Making Body shall

approve the application and decide on termination of the interruption of study no later than the last day of the semester in which the application was submitted, or the last day of the academic year if the application was submitted during the summer semester.

- 10) The student shall always be entitled to interruption of study in relation to pregnancy, labour or parenthood for the whole granted parenthood period. The interruption of study period for the granted parenthood period shall not be included in the overall interruption of study period in accordance with paragraph 2.
- 11) During the interruption of study period the respective person shall not have a student status; he/she shall be reinstated as a student as of the date of re-enrolment in the study after the interruption of study period has been terminated. Further details on re-enrolment are stipulated in article 13.
- 12) The following rules apply to interruption of study in addition to the principles stated in paragraphs 1 to 10:
 - a) interruption of study shall have no effect on the validity of already successfully completed courses or their credit allocation,
 - b) the student is obligated to observe any alterations to the study plans which occur during the interruption of study period,
 - c) the student is obligated to meet any liabilities incurred to the University prior to the commencement of the interruption of study period.

Article 20

Completion/termination of study

- 1) Study shall be duly ended in accordance with § 55 of the Act by successfully completing the study in the respective study programme. The date of study completion shall be the date when the student passed the final state examination or the last part thereof.
- 2) Study shall be terminated in accordance with § 56 paragraph 1 section a) of the Act if the student has declared in writing that he/she ceases to study. The date of study termination shall be the date when the student's written declaration has been received by the faculty.
- 3) Study shall be terminated in accordance with § 56 paragraph 1 section b) of the Act if the requirements stipulated by the accredited study programme have not been met in accordance with this Code as of the day the decision on termination of study has become legally binding, namely in these cases:
 - a) the student fails to register for the academic year and the requirements stipulated in article 13 paragraph 8 have been met,
 - b) the student has no record of any registered courses in the Study Information System as of the date of the commencement of the teaching period in the winter semester of the first year of study,
 - c) the student has no record of registered courses with the total allocation of the minimum 40 credits in the Study Information System within two weeks of the commencement of the teaching period in the summer semester of the first year of study,
 - d) the student has no record in the Study Information System of having earned the minimum 40 credits as of the date of the study obligations fulfilment check for the preceding academic year unless it is the graduate year,
 - e) the student failed to earn credits for any of the re-registered courses as of the date of the study obligations fulfilment check for the preceding academic year,
 - f) the student fails to meet the requirements for passing the second resit of an examination in a re-registered compulsory or compulsorily optional course,

- g) the student fails to meet the requirements for credit granted on a second resit date in a re-registered compulsory or compulsorily optional course,
- h) the student has declared medical unfitness to study if medical fitness was a prerequisite for admission to study in accordance with § 49 paragraph 1 of the Act,
- i) the student fails to meet the requirements for passing a resit of the final state examination,
- j) The student failed to meet the requirements for successful completion of the study within the maximum period of study,
- k) the person fails to re-enrol in the study and the requirements stipulated in article 13 paragraph 7 have been met.

If the student appeals against the decision issued by the Dean in the matter of his/her study termination in accordance with sections a) to k) within 30 days of the date the student was notified of the study termination, then the date of the study termination shall be the date when the decision on the appeal upholding the Dean's decision becomes legally binding.

- 4) Study shall be terminated in accordance with § 56 paragraph 1 section c) of the Act when the study programme accreditation has been withdrawn; the date of study termination shall be the date when the time period stipulated by the decision of the Ministry of Education, Youth and Sports (hereinafter 'the Ministry') expires.
- 5) Study shall be terminated in accordance with § 56 paragraph 1 section d) of the Act when the study programme accreditation has expired; the date of study termination shall be the date as of which the University announces the cancellation of the study programme or the date as of which the accreditation expires.
- 6) Study shall be terminated in accordance with § 56 paragraph 1 section e) of the Act when the study programme has been cancelled due to the reasons stated in § 81b paragraph 3 of the Act; the date of study termination shall be the last day of the three-year period stated in § 81b paragraph 3 first sentence of the Act.
- 7) Study shall be terminated in accordance with § 56 paragraph 1 section f) of the Act when the authorisation to provide the study programme has expired (§ 86 paragraph 3 and 4 of the Act); the date of study termination shall be the date as of which the authorisation to provide the study programme based on institutional accreditation expires.
- 8) Study shall be terminated by expulsion from study in accordance with § 47e paragraph 3 of the Act; the date of study termination shall be the date when the decision in accordance with § 47c to 47e of the Act on invalidity of completing the final state examination or a part thereof comes into effect.
- 9) Study shall be terminated in accordance with § 56 paragraph 1 section h) of the Act by expulsion from study in accordance with § 65 paragraph 1 section c) of the Act due to a disciplinary offence or in accordance with § 67 of the Act in case the student has been admitted to study based on his/her dishonest conduct. The date of study termination shall be the date when the decision on study termination becomes legally binding. If the student appeals against the the decision issued by the Dean within 30 days of the date he/she is notified of the decision, then the date of the study termination shall be the date when the decision on the appeal upholding the Dean's decision becomes legally binding.
- 10) Students are obligated to meet any liabilities incurred to the University if their study has been terminated.

Article 21

Change of study mode

- 1) Students may apply for a change of study mode if the respective study programme is accredited for various study modes. The decision on the change of study mode shall be made by the Dean within 30 days of the date when the student's written application is submitted.
- 2) The written application for a change of study mode must be submitted to the respective Study Department within the following deadlines:
 - a) no later than ten working days prior to the commencement of the teaching period in the winter semester of the respective academic year when applying for a change of study mode as of the commencement of the academic year,
 - b) no later than ten working days prior to the commencement of the teaching period in the summer semester of the respective academic year under the condition of at least ten credits earned in the preceding semester (unless it is the graduate year) when applying for a change of study mode as of the commencement of the summer semester.
- 3) The application for a change in study mode must be supplemented by the relevant documentation substantiating the circumstances that constitute the grounds for a change of study mode, for example an employment contract, or a confirmation of medical unfitness (students who are not eligible for an individual study plan in accordance with article 5 paragraph 5 but are not fit to follow the standard regime of the full-time mode of study).
- 4) A change of study mode shall have no effect on the validity of already successfully completed courses or their credit allocation, however, the student is obligated to observe the possible differences between study plans.

PART III

COMMON PROVISIONS

Article 22

Decisions on the students' rights and obligations

- 1) The proceedings regarding a student's rights and obligations shall be held at the first stage at the faculty where the student is enrolled.
- 2) The student shall be the only participant in the proceedings regarding the student's rights and obligations. In the case of the proceedings regarding the matters in accordance with § 68 paragraph 1 section a) to f) of the Act, the University is not obligated to inform the student of the possibility to give his/her opinion on the grounds for the decision before the decision in the matter has been issued, and the student shall be entitled to view the record after he/she has been notified of the decision.
- 3) In case the student is able to submit the application by means of the Study Information System as the System application contains the required application form, the application submitted in this manner shall be equivalent to a written application. In all other cases the application must be submitted in the usual manner as a written document at the respective registry.
- 4) Issuing of the decision shall be the first act of the University in the proceedings regarding the matters stated in § 68 paragraph 1 section c) and e) of the Act, if they are instituted by virtue of office in accordance with the internal regulation of the University or the faculty, and

regarding the matters stated in § 68 paragraph 1 section f) of the Act. Invitation to give an opinion on the grounds of the decision shall be the first act of the University regarding the matters in accordance with § 68 paragraph 1 section g) of the Act. The University may issue the invitation by way of the University electronic Information System.

- 5) The student may appeal against the decision within 30 days of the date he/she is notified of the decision. A deferring effect of the appeal cannot be ruled out.
- 6) The appeal authority shall be the Rector.
- 7) The Rector shall review whether the contested decision and the proceedings preceding issuing the decision are in compliance with the legal regulation and internal regulation of the University and the faculty.
- 8) In relation to the Rector's decision and if needed, the University or departmental bodies shall take measures to restore the student's rights and remove or at least mitigate the consequences of the wrongful decision.
- 9) Article 25 of the Statute of the University shall govern the delivery of documents to students.

Article 23

Certificates of study

- 1) Certificates of study shall be issued in accordance with § 57 of the Act.
- 2) The university degree certificate issued to the graduate of a study programme shall be issued in the language in which the respective study programme has been accredited. The university degree certificate and the certificate appendix shall be issued by the University in accordance with a uniform template. Further details are stipulated in the Rector's Directive.
- 3) In case the language of study and the language of the overall study assessment in accordance with the existing study plan of a study programme are different for individual courses, this fact shall be stated in the certificate appendix.

Article 24

Rules for grading conversion

Examination grading that has been performed using the four-grade scale shall be converted into the ECTS grading scale based on the following rules:

- a) examination result: Excellent (1) = ECTS grade A,
- b) examination result: Very good (2) = ECTS grade C,
- c) examination result: Good (3) = ECTS grade E,
- d) examination result: Unsatisfactory (4) = ECTS grade F.

PART IV

SPECIAL PROVISIONS

Article 25

Special provisions on the study of persons with specific learning needs

- 1) Every applicant or student with specific learning needs shall be entitled to such study conditions that compensate and make provision for their specific learning needs.
- 2) The conditions and methods of regulating the rights and obligations arising from this Code by way of special measures are stipulated by Rector's Guidelines on the Support of Applicants and Students with Specific Learning Needs at the University, as amended.
- 3) Adopting an equal approach to education and ensuring equal study conditions shall not lower the stipulated study requirements and shall have no effect on the graduate profile when defining the general, expert, and special knowledge and skills.

Article 26

Special provisions on the study of persons in the granted parenthood period

- 1) The record of the granted parenthood period shall be kept by the respective Study Department in accordance with Act no. 48/2013 Coll., which amends the Act, and Act no. 117/1995 Coll. on State Social Support, as amended.
- 2) For the purposes of asserting the rights arising from the granted parenthood period, the students are obligated to submit a written application to the Study Department.
- 3) The uniform procedure for registering the granted parenthood period and other related activities shall be governed by the Rector's Directive on the Uniform Procedure for Registering the Granted Parenthood Period and Related Activities at the University, as amended.

Article 27

Special provisions on the proceedings on declaring invalidity of the completion of the final state examination or a part thereof

- 1) The decisions in the proceedings on declaring invalidity of the completion of the final state examination or a part thereof shall be made by the Rector in accordance with § 47c to 47e of the Act.
- 2) Part of the documentation in the proceedings on declaring invalidity in accordance with paragraph 1 shall be the standpoint of the Review Committee. The Review Committee shall have seven members, six of which shall be professors, docents or other experts appointed by the Rector; no more than three out of the six members may be members of the committee which held the final state examination or a part thereof. At least three out of the six members must not be members of the University's academic community. The seventh member shall be appointed by the Rector from among the University students. The Rector shall request a proposal concerning the member of the Review Committee in accordance with the previous

sentence from the chairperson of the Students' Chamber of the University Academic Senate. The Rector shall request a proposal concerning the other members from the head of the University department at which the final state examination or a part thereof was held. The Rector shall not be bound by these proposals.

PART V

INTERIM AND FINAL PROVISIONS

Article 28

Interim and final provisions

- 1) The Study and Examination Code of the University registered by the Ministry on 26th April 2013 under reference number MSMT-17377/2013-30 is hereby repealed.
- 2) The provisions of the internal regulations of the faculties which are in conflict with this Code cease to be effective.
- 3) The proceedings on the students' rights and obligations that are not legally concluded prior to this Code coming into effect shall be concluded in accordance with the existing regulation (Study and Examination Code of the University registered by the Ministry on 26th April 2013 under reference number MSMT-17377/2013-30).
- 4) This Code has been approved in accordance with § 9 paragraph 1 section b) point 3 of the Act by the University Academic Senate on 25th July 2017.
- 5) This Code comes into force in accordance with § 36 paragraph 4 of the Act as from the date of registration by the Ministry.
- 6) This Code comes into effect as from 1st September 2017.

doc. Ing. Pavel Tuleja, Ph.D.

Rector